

ADMINISTRATIVE - INTERNAL USE ONLY

16 NOV 1978

MEMORANDUM FOR: Chief, Review Staff

FROM :

Chief, Position Management & Compensation Division

SUBJECT :

Proposed Management of Supergrade Positions and Personnel, Draft A

REFERENCE :

Memo from C/RCB to Deputy Directors, Inspector General, General Counsel, Legislative Counsel, Comptroller, Same Subject

1. In response to your request on 31 October 1978, we have reviewed the contents of HR [REDACTED] and propose the following revisions: STATINTL

Page 1, a. (1) and (2) - These are statements of responsibility rather than of policy and should appear under (b) (1) on page 2 and 3, and restated as follows:

- (a) Establishing the supergrade personnel ceiling of the Agency with the approval of the Office of Management and Budget.
- (b) Allocating supergrade personnel ceiling to the Career Services upon consultation with, and recommendations from, the Deputy Director of Central Intelligence, the Deputy Director concerned, and the Director of Personnel.
- (c) Determining the number of Agency personnel who may hold supergrade rank within the supergrade ceiling.
- (d) Determining that portion of the supergrade ceiling that should remain unallocated and held as an Agency-wide reserve for subsequent allocation as required.

Page 2, New Para (1) -- It is Agency policy to establish and allocate supergrade personnel ceiling to the Career Services based on organizational and functional requirements and on position analysis and evaluation.

Page 2, Paras (3) and (4) - Should be renumbered (2) and (3) as policy statements.

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Page 2

Page 3, (1) Paras (a) and (b) - Should be relettered (e) and (f).

Page 3, (1) (a) - Delete the phrase "accomplishing changes in" as this is too bureaucratic language. We suggest substituting the word "for" in lieu thereof.

Page 3, (2), (a) Line 4 - Delete the word "new" as it is redundant to the sentence.

Page 4, (3) (a) - Change sentence to readConducting review of supergrade positions as part of position management organizational surveys and reporting the evaluations of such positions to the Director of Central Intelligence.....

REASON: The conduct of annual Agency supergrade position reviews has been largely superficial. The programmatic responsibilities and authorities of a given supergrade position can be assessed only after an organizational survey has been completed.

Page 4, (3), New Para (d) - Implement the decisions of the Director of Central Intelligence relative to the establishment or the grade adjustment of supergrade positions on staffing complements.

2. I will be happy to discuss any of these proposed revisions with you at your convenience.

STATINTL

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OP/PMCD/PSB [REDACTED] 14 November 1978

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STATINTL

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27 October 1978

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller

STATINTL
FROM:

[REDACTED]
Chief, Regulations Control Branch
Information Systems Analysis Staff

SUBJECT: Proposed [REDACTED] Management of Supergrade Positions and Personnel, Draft A (Job #8725) STATINTL

FOR YOUR INFORMATION:

1. The attached proposal, initiated by the Office of Personnel, specifies changes in the policy and responsibilities attendant to the management and supervision of supergrade positions and supergrade personnel. STATINTL

2. We plan to forward the proposal to the Deputy Director for Administration on 13 November 1978. Questions may be directed to [REDACTED] STATINTL
[REDACTED]

STATINTL
Attachments:

1. Proposed HR [REDACTED]
2. Concurrence Sheet (UGC)

cc: AO/DCI
SSA/DDA
C/ISAS
OP
OS
OMS

STATINTL

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